

16 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 28  
12 - 16 July 1971

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1. Fiscal Year 1971 statistics on external language training were given to [ ] for incorporation in the comprehensive report for the Language Development Committee. Included were numbers, languages studied, facilities utilized, reason for going external, and cost of each program.

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2. At the request of [ ] Deputy Director for Liaison and Planning/OF, representatives from his office will meet with OTR, at Glebe Road, to review the [ ] annual bill for training, covering FY 1971. AIR and B&F will represent OTR at the meeting.

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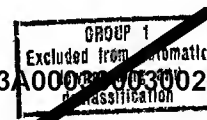
3. The DDI has approved an external training program for [ ] OBGI, Senior Coordinator for the NIS General Survey, which will begin on 1 September and continue through 31 July 1972. [ ] has been accepted as a Research Associate by the School of Advanced International Studies, Johns Hopkins University and will study major trends and issues in international politics, relate them to outstanding problems in American foreign policy,

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[ ] There will be no charge to the Agency for this training except possibly some TDY travel.



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[ ] said that the Director of OBGI, [ ] is urging the old hands in the office to think about changes, either sabbaticals or rotations to other components.

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4. [ ] Chief of Recruitment, wants his recruiters to be aware of Agency employees at colleges in an overt status who will be in their area. We are sending [ ] a list of all who will be going out in August/September for the new academic year and he, in turn, will provide us with the new list of recruiters and locations. We include in our briefing the names of the [ ] and OP representative in the student's area.

5. Three FE employees have been enrolled in the National Information Processing Systems Support Course given at the National Military Command Systems Support Center, Arlington, Virginia. The NIPS system is a special software system developed under contract with IBM for NMCSSC, and they are making it available to other Government agencies: the Clandestine Service is now using this system. The training runs 13 days and the Agency will have one enrollee in the runnings scheduled for July, August, and September. The training objectives for management personnel are to provide them with the ability to manage machine projects employing the NIPS system. The objectives for inputter/analyst personnel are to provide them with a thorough understanding of the NIPS system.

6. Attending one-week seminars at the Federal Executive Institute will be:

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a. [ ] Chief of Support, NE,  
National Needs and Priorities, 25-30 July.

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7. On 15 July [ ] attended a luncheon and open house at the U.S. Department of Agriculture Graduate School. Information and materials were available on courses to be offered in 1971-72. New courses being offered include Contract Termination; Convenience and Default; Federal Contract Law;

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Trends and Recent Developments; Modern Management; Advanced Executive Seminar; Job Enrichment; and Effective English for Secretaries.

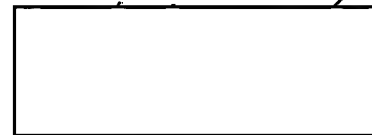
Mrs. Jayne Baker Spain, who became Vice Chairman of the Civil Service Commission on 14 June, spoke on the importance of training. Mrs. Spain indicated that she will take a special interest in aiding women, minorities, and the handicapped. She commented specifically on the Federal Executive Institute and the Executive Seminar Centers sponsored by the Civil Service Commission and the fact that few women have attended these programs. She commented on the President's message of 21 April regarding the recognition of the equality of women by making use of their skills and calling for a significant increase in the number of women in middle management positions. Mrs. Spain believes that the first step in reaching this goal is to have more women in mid-level training programs.

Dr. John B. Holden, Director of the Graduate School, read a letter from President Nixon congratulating the School on its 50th Anniversary. USDA now enrolls approximately 20,000 students annually in its day and evening classes in some 400 courses.

AIR has distributed the Catalog and Fall Schedule of Courses for USDA to all Training Officers, and OTR School and Staff Chiefs.

8. Specifications for the new contract for the Chamber of Commerce Building audio system is in the hands of Logistics. A bidders conference will be held on 27 July and final bids must be submitted by 10 August. A decision on the Contractor will be made as soon as possible after that date.

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Chief  
Instructional Support Staff

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